**Cape Atlantic Intergroup**

NOVEMBER Business Meeting Agenda

\*Date:11/17/2021 \*Start time: 7:30pm

1. Open with the Serenity Prayer
2. Roll call of Officers and Committee chairs (*by Recording Secretary*)
3. Count of quorum and attendance:
	* *Quorum:* Regular IGRs \_\_\_\_

 Alternate IGRs \_\_\_\_\_\_ Total: \_\_\_\_

* + New IGRs? \_\_ *If you are new, welcome!, Doug will chat with you later*
	+ Do we have any anniversaries this month?
	+ Announcements from the body
1. Opening remarks (*by Chairperson*)—Nominations tonight, Elections in December, Workshop, & Round up
2. Opening Prayer by our Trustee (Choice)
3. Tradition 11 Long Form
4. Presentation of the minutes from last month’s business meeting (*by Rec. Secretary*)
	* Call for a motion to approve the minutes
5. Agenda Items (*read by Recording Secretary*)
* Policy & Structure Job Description presentation-Doug
* Nominations
1. Officer reports:

Chair *Virtual and Online:* Remaining consistent. I have dropped off first batch of meeting lists. They were not

printed in the normal format, but we have something.

*7th Tradition:*Thanks to everyone who had contributed and allowed up to provide the vital

services to the alcoholics in our community. The fact that in this unprecedented

time in AA history, contributions have been enough that we didn’t need to tap into

our prudent reserve says a lot about of AA area!

*Elections:*This month the floor will be open for nominations for all elected positions. Please be

sure to attend the November business meeting in order to stand for election. I will be

following the spirit of rotation and going back to coffee maker and greeter at my

homegroup. Serving Intergroup during these trying times has been an honor and a

pleasure. Penni and I will open our home to the current officers and committee as well

as the incoming Panel for as fun fellowshipping transition on the weekend of December

18/19. Exact date and time will be announced based on the best availability of

everyone!

*Business Meeting Location:* Welcome to our new location. A special thank you to our Vice Chair Damon and his

Sub-Committee for their hard work to secure our new location!

*Accounting Wrap Up:* I believe it is essential for us to get our books in order prior to the end of this panel.

This gives us 6 weeks to pull everything together for one final push. I would like to

invite our Treasurer, Literature Treasurer, Audit Chair and Budget and Finance Chair to

pull together as one unit and do whatever is needed to accomplish this goal. I’m not

sure of everyone’s schedule, but I would suggest some time either Saturday or Sunday,

I can make it day or night, meet at the Intergroup office and make a plan for success.

Please all let me know the best time for this weekend.

GREAT JOB TO OUR TRESURERS AND AUDIT CHAIR FOR MAKING THIS

HAPPEN!

*Round Up:* The Round up was absolutely amazing!! From the location, cost, merch, speakers,

workshops, marathon meetings, registration, archives and literature, everything was

special and top notch. Kudos to Jim and his entire committee!! And congrats to

Michelle S, the 16

th

Annual Waves of Sobriety Round Up Chairperson😊�

*Big Book Training Camp:* I had the pleasure of helping Robbie put on a Big Book Training Camp at the home of

ACYP. It was an excellent event. Robbie and I will also be doing this event in Ocean

City Maryland in December. The Flyer is on our website

 Vice-Chair

 Recording Sec. Special thanks to team involved in Round Up! Was 100% amazing! Great to see people I have not seen in a long time! Can’t wait until next year!

 Cor. Sec.

Lit Treasurer See Attachments

 OP Treasurer See attachments

 Trustee

 Alternate Delegate

Accessibility

 Archives We had a great time at the Roundup. Kudos to Jim B and his team. We met several long timers to help us with Area 45 history. Someone else dropped off CDs and tape, displays on Gratitude Month, and much more.

We will send GSO some digital files before end of year.

A concern regarding office computers will be brought up under New Business.

 Audit We are well on our way to assuring all bank accounts and literature inventory are balanced and accounted for in time for the new panel. Once the new panel is in place we will schedule a time and day for a deep literature audit.

 Budget/Finance

CAYPAA

Group Access

Hospitality

H&I

Literature Participated in the Waves Round up and made $220.81non literature sales.

Had to reorder books from GSO. We are currently out of hard cover BB and Daily Reflections Large print. I am anticipating our order being delivered this week..

If you would like to know how much this cost PJ has exact amount. ( I know Ray will need to get this information for the budget.)

Meeting lists have arrived and are $6 for 20

If you would like to place an order, please email me with the following information:

\*Your name

\*home group

\*what email I'm sending the invoice too \*quantity

 When you come to pick up your order you can pay by cash or check. If you prefer to mail the check to our PO Box please make sure it says attention literature on the envelope.

 Last, Thank you for everyone that assisted with the literature table during the round up. It was greatly appreciated!!

Newsletter

Office Manager

Phones

PI/CPC

Policy/Structure Elections are next week. If you are contemplating getting involved in service at the Intergroup level< you can look at the job descriptions for officers and committee chairs on the CAIG website.

Regarding our new location for holding the CAIG business meeting. We have followed the by-laws in announcing to the body within 6 days of the meeting of the TEMPORARY change in location. A PERMANENT change in location is to be announced 3 months in a row in the minutes. I believe if we post the permanent change as directed and also state that we will be using the new location temporarily, we will be in adherence to the by-laws.

The change in location notice from the secretary refers to Christ Episcopal Church in Somers Point.

Round Up

Thank you all, for the opportunity to be the chairperson for our 15th annual Waves Roundup. I am supremely grateful, humbled, and honored by your well wishes, support, and generousity.

So, yes, I think we made money. The reason why I say I "think" we made money is because we're still waiting for the final invoice from the hotel. But, if we don't have any surprises from the final invoice, when the final numbers are tallied we're looking at a few hundred dollars above what we spent.

Attendance was lower than we expected. I was hoping for 400 people, but we had a grand total of around 266 people this year. 141 pre-registrations 7 pre-scholarships 7 comp's (speakers, performers) About 111 walk-in registrations and other scholarships

Our 50/50 cut for the weekend was $827, thank you all who bought a ticket.

Basket revenue was $1830. Now... about the baskets. Listen, home groups, I have to tell you something. Thank you. You donated 40 baskets to the Roundup this year. 40! Dawn ran out of room on Friday, we had to start moving tables!

Home groups, really, thank you so so much for every basket you donated. Yes, our attendance was a little low this year, but these baskets are a very clear indication that the home groups want to see this event flourish. The support you have shown is clear as day - you love this Roundup just as much as we all do.

To put it into a little perspective:

In 2018, our basket revenue was $1450 … In 2019, it was $1360 … But this year - $1830.

The Banquet was fun. Thank you everybody for not sneaking in. Nobody snuck in. We had 58 people at the banquet and the food was delicious.

The speakers were outstanding. If any of you are listening... well, Penni, thank you. Penni stepped in to speak Sunday morning. Our original Sunday morning spiritual speaker backed out less than 2 weeks before the Roundup, and Penni oh so very graciously accepted our request for her presence to fill the slot. She did a phenomenal job.

And Susie did an awesome job too. She had a great story!

And to our committee, we had, a fantastic event. The Roundup went off without a hitch.

Steve G once told me, that if you do everything right, it will look like you didn't do anything at all. It seemed to me that our committee's work was effortless. I know everyone worked hard, but I didn't see much stress at all, and that's only because the committee's preparation was so very thorough.

Matt S, our YPAA chair, secured our YPAA speaker, solicited panel members for the YPAA panel, and he bought supplies and set up a fantastic art room.

Tommy and Mac, our welcoming committee, made sure everyone walked in with a big grin on their faces.

Jess G, our unity chair, kept us grounded and helped keep an air of comraderie.

Donna S, our workshops chair, had her work cut out for her. She coordinated filling multiple workshop slots, including our Old Timers panel and CAIG workshop (thanks again Robbie!), and facilitated our Sobriety Countdown.

Adam A, our outreach chair, went 100%. He made sure our event was submitted to the Grapevine and Box 459, and he reached out to neighboring intergroups and service structures.

Damon B, our Merchandise chair, picked out designs, got samples, and helped resolve issues with our online ordering (there were only a few). He purchased merch to be sold at the Roundup, and staffed the table so that people could purchase merchandise during the event. He helped people make online orders at our in-person event - which was a FIRST for the Roundup!

Kim H, our Marathon meetings chair, asked a lot of people to help out with chairing the marathon meetings, which were pretty well attended all weekend.

Dawn I, our Hospitality/Baskets chair... Oh wow. I really can't say enough about how hard she worked the entire weekend. She got people excited about the baskets, she picked up the baskets, brought them in, set them up, set out the ticket pails, sold the tickets, had someone pick the winners during the Saturday speaker... She did really great, and so did her helper Devin!

Kat L, our Graphics chair, did a real number on the save the date, the flyer, the signage... She put everything together so beautifully. From the logo selection to the final program, everything was perfect.

Ryan P, our entertainment chair, found our DJ for Friday night, and secured a really really funny set of guys for Saturday. Richie got sober around here, and I could tell, he didn't want the set to end. He had just as much fun telling us jokes as we had, listening to him.

Aubree T, or Al-Anon chair, secured a speaker, secured a backup speaker, and... unfortunately, had to secure another backup speaker. Lydia and her family are still in our prayers. Aubree stuck with it and made sure everything was secured.

Megan M, our Program chair, got our speakers in place, compiled the formats for the workshop and speaker rooms... She did a lot. Speakers bailed out, they got replaced. Hotel rooms, travel, the taper. Thank you.

Trudy and Noreen, thank you for being here. You got the speaker gifts, you helped out at the stuffing party, you were available at the event to help out, and you were both crucial to the event's success.

Jess W, registration, got everything together and picked mementos, stuffed envelopes, set up the stuffing party, formed a subcommittee to staff the registration desk. Great job, lots of hard work.

Shirl S, Treasurer/Web Chair, wore two hats. Shirl set up the online merch and registration, connected it with paypal, got cash for the merch reg and baskets at the roundup, and collected money at the event. She paid the performers, ran the budget and collected expense reports for reimbursement.

Michelle S, co-chair, helped out everywhere. She asked questions. She was present, attentive and offered poignant and useful insight. She stepped in to help on every subcommittee, and her service was instrumental to the success of this year’s event. I have complete confidence in her abilities, and so should you. She is the right person for this job, and I am joyfully anticipating attending the roundup next year.

Again, thank you all for your support and I'll have concrete numbers for you next month.

In love and service,

Jim B.

Unity

Website

Workshop

1. Agenda Items—Please make all motions and all discussions in the spirit of how we can help the fellowship during this period of crisis.
2. H & I Commitments—Nick-Commitments
3. Old Business- Nominations, Transition Meeting at Penni and Ben’s, 12/18 or 12/19
4. New Business-
	* From the Floor?
5. Next Steering Meeting: December 8th, 7:30pm, HYBRID
Next Business Meeting: December 15th, 7:30pm, HYBRID
6. Closing remarks by the Chairperson.
7. Entertain a motion to close… (close with the Responsibility Pledge)

\*End time: \_\_\_\_\_\_\_\_\_\_